

8-E-C-R-E-T

RC Memorandum No. 547
4 June 1958

TO : Chief Reports Officers
FROM : Chief, Reports Control
SUBJECT: Courier Delivery of TDs

1. Because of the present overwhelming load on inter-agency teletype facilities the courier service for the delivery of TDs has been increased to provide one-hour delivery service nine times a day Monday through Friday. As a result of this improved service only TOP SECRET and Limited dissemination TDs will be transmitted by teletype during the working day. Priority TDs will be delivered with equal speed and routine TDs will be delivered much sooner than was possible before this service started.

2. Deliveries will be made to the Pentagon and to State within one hour of the following departure times from the Cable Secretariat: 0800 - 0915 - 1045 - 1200 - 1330 - 1445 - 1600 - 1800 - 1945. Reports officers are reminded that it takes Cable Secretariat one half hour to an hour to reproduce and package TDs for delivery.

3. Reports officers should make every effort to see that TDs are delivered to the Cable Secretariat as soon as they are signed and not allowed to accumulate until someone is free to carry them to L Building on his way to lunch or on his way home. Only in this way can the most efficient use be made of the new courier service.

25X1A

Chief, Reports Control

8-E-C-R-E-T